

### Preamble

Latino Enhancement Cooperative (L.E.C.) is a student-run organization that strives to promote Latino advancement and community fortification through leadership development, cultural and intellectual enrichment, public outreach, academic achievement, community solidarity and activism. LEC sponsors two events each academic year, a Latino Festival in the fall as part of National Hispanic Heritage Month and a state-wide leadership conference in early spring.

### Article I: Name

Latino Enhancement Cooperative (L.E.C.)

### Article II: University Compliance

This organization shall comply with all Indiana University regulations, and local, state, and federal laws.

### Article III: Membership

LEC shall be a student run organization. LEC is a Latino based not exclusive organization that will be open to the entire undergraduate community at Indiana University. Dues will not be collected by membership but all members are expected to participate in one committee.

LEC allows any interested student to participate in, become a member of, and seek leadership positions in the organization without regard to arbitrary consideration of such characteristics as age, color, disability, ethnicity, gender, marital status, national origin, race, religion, sexual orientation, or veteran status.

### Article IV: Executive Officers

The purpose of the Executive Officers shall be to coordinate and implement policies and decisions as directed by its members. The Executive Officers and LEC committee members shall meet once a week during the academic semester. Each Executive Officer and committee member shall have an equal vote at meetings. The Advisor shall be a member of the Executive Officers but shall not have full voting rights.

The Executive Officers will consist of seven positions that will oversee all meetings and events sponsored by LEC. Requirements for all executive officers are as follows:

- A. Attend all scheduled meetings and events.
- B. Perform all duties assigned to that position to the best of his/her ability.
- C. Attend the scheduled planning retreats each semester.

The Executive Officers will be comprised of the following:

- A. CHAIR
  - Responsible for the overall functioning of the group
  - Will be a model/representative for the group and attend meetings on the group's behalf
  - Will head all Executive Officer meetings including develop meeting agendas
  - Assign member at large to take & distribute meeting minutes
  - Maintain contact lists of organization members
  - Completing required University paperwork such as re-registering the organization each year
  - Works with all the officers and committees to ensure the proper functioning of the group
  - Works with officers to compile scrapbook/history of organization during their term
  - Responsible of keeping Advisor inform of all that is happening within the organization
- B. FINANCE OFFICER
  - Provide general oversight to funds collected by and disbursed on behalf of LEC

- Will participate in training required to maintain SOA account
- Monitor income and expenses and make recommendations regarding financial issues
- Develop fund-raising goals and overall budget needs proposal
- Collect budgetary needs from each sub-committee to develop a general budget
- Identify sponsors, grants, and other funding resources
- Chair and advisor will work with finance officer to obtain funding from institution
- Report to the overall budget status at meetings
- Step in for Chair when needed
- Send thank you note to funding sources with copy of event info after event

C. WORKSHOPS/HIGH SCHOOL TRACK OFFICER

- Develop workshop and high school track programs for the conference
- Solicit workshop submissions and make sure that applicant proposals revolve around the theme
- Identify workshop sessions for conference from those submitted
- Contact workshop presenters of their selection
- Make sure students have an active role in each presentation
- Try to have representation from varied institutions in conference workshops
- Communicate presenter technological needs to chair
- Design sessions specifically targeting informational needs of high school students regarding college access
- Provide information on workshops/high school track to publicity officer
- Create information packet for workshop participants
- Develop conference and individual session's evaluation forms
- Send thank you note to workshop presenters after event

D. ENTERTAINMENT/KEYNOTE OFFICER

- Attain keynote speakers and entertainment for the conference
- Attain entertainment for Festival Latino
- Seek information such as bios, photos, fees, availability and any specific needs by keynote and entertainment well in advanced so that this information can aid in promotional/marketing purposes
- Work with workshop/HS/Festival committee to schedule keynote and/or entertainment
- Work with finance officer regarding fees, expenses or technological needs relating to keynote speakers and/or entertainment
- Provide information on keynote and entertainment to publicity officer
- Create information packet for keynote and entertainment
- Send thank you note to keynote and entertainment presenters after event

*NOTE: Responsibility to arrange travel, hotel, local transportation, honorarium or other related expenses for keynote and entertainment fall on the advisors*

E. RESOURCE FAIR OFFICER

- Identify and solicit educational volunteer, internship or career related entities to host information booth during the conference
- Identify and solicit booth participants for Festival Latino
- Work with chair to secure needed number of tables, chairs and table coverings
- Work with workshops/high school track committee to organize campus tours for conference
- Seek information materials for entities not present at the resource fair to include in information packet for conference participants
- Create information packet for booth participants both at conference and Festival Latino
- Send thank you note to resource fair participants after event

*NOTE: Other positive Latino (cultural, organizations, etc.) related information booths not mentioned above are allowed at the discretion of planning committee*

F. PUBLICITY

- Promote all that programs, events or meetings affiliated with the LEC

- Develop effective ways to utilize the web, emails, facebook, printed materials, press-release, etc. to promote LEC programs, events or meetings
- Maintain webpage, facebook and any other electronic media
- Develop/update contact list of state and local media, school counselors, university diversity offices, admission offices, other student affairs officers, etc to publicize conference
- Develop/update contact list of potential participants for Festival Latino
- Identify and contact any potential student participants from high schools and institutions of higher education for conference
- Identify and contact any potential participants in IU or Bloomington for Festival Latino
- Work with workshop committee to publicize workshop call-out
- Work with resource fair committee to publicize booth participant call-out for conference and Festival Latino
- Work with registration committee to publicize registration call-out
- Develop and design conference program and evaluation form

G. REGISTRATION/VOLUNTEERS OFFICER

- Oversees registration process and check-in at conference and Festival Latino
- Work with conference chair and publicity on registration forms and payment process for conference
- Develop information packet/name tags for conference participants
- Responsible to secure extra help for the day of the conference and Festival Latino
- Determine number of volunteers needed
- Develop volunteer orientation and job responsibilities
- Assign responsibilities to volunteers
- Work with publicity committee to publicize registration and volunteer call-out

*NOTE: Participation as a volunteer is also a good way to engage students not in planning committees or representatives from institutions who wishes to host a future conference*

### **Article V: Elections**

Officers are chosen based on interest in the organization, ability to perform, and dedication to position. Any member of the organization is eligible for an Officer position. The member must request the position, and give an oral statement as to why they are interested in the position, as well as what ideas they plan to execute while in office.

A. Candidates for Officers

- Must be registered and enrolled as a student at IU
- Must not be employed by the university in a faculty or full-time staff capacity; this does not include students who work part time
- At least one semester as an active member of LEC

B. Elections

- Officer selection will take place no later than the second week of April
- Newly elected Officers will shadow the outgoing Officers the remainder of the year

### **Article VI: Terms of Office, Removals, and Resignations**

A. Terms of Office

- The elected officers will assume responsibility at the end of the spring semester
- The term of the office shall be for one academic school year

B. Removals

- Removal procedures of any officer not abiding by the stated duties for his/her office in Article IV shall be brought before the other officers of committees, the chair, and advisor
- Any officer may be removed from office by a the majority vote of the officers, chair, and advisor
- A two (2) week notice shall be given before removal proceedings begin

- Removal procedures of any member not abiding by the stated duties for his/her office in Article IV shall be brought before the chair and the advisor
- A meeting will take place if:
  - a member does not use proper communication skills meaning they do not contact the organization within 48 hours especially if they were contacted first
  - a member missing more than 2 meetings in a row (without notification)
- The meeting will be a discussion, at this discussion the Chair and Adviser will ask the member if they would like to continue with the organization.
  - If yes, we will discuss a possible lesser role
  - If not, we will discuss resignation

### C. Resignations

- If an Officers decides to resign, he/she must inform the Chair by means of e-mail or letter stating their resignation (sign the document if paper copy)
- A two (2) week notice must be given before resignation to accommodate transition and transfer of responsibilities

## **Article VII: Advisor**

Advisor consists of an Indiana University faculty or staff member to act as advisor and support of students' efforts. Specific responsibilities include:

- Help students seek funding support, oversee account and bills
- Provide support to Chair, Officers and committee members
- Act as a resource
- Troubleshoot any problems with members
- Work with chair on any end of the program reports and assure expenses are paid

## **Article VIII: Meetings**

All meetings will be set at least 3 weeks in advance by chair or after a planning committee meeting and should follow the prescribed procedure:

- Attendance
- Old Business
  - Report by the chair
  - Report by the Officers
  - Open
- New Business
- Adjournment

*NOTE: Items to be included in agenda must be submitted at least 3 days before the meeting day*

## **Article IX: Non-Hazing**

Hazing is strictly prohibited. Hazing shall be defined as any conduct which subjects another person, whether physically, mentally, emotionally, or psychologically, to anything that may endanger, abuse, degrade, or intimidate the person as a condition of association with a group or organization, regardless of the person's consent or lack of consent.

## **Article X: Personal Gain Clause**

This organization, if raising funds, shall ethically raise and distribute profits from organizational functions to either the organization or to members who provide a service that directly benefits the organization. Individual members may not receive compensation directly from for-profit companies if acting as a representative of a student organization.

## **Article XI: Amendments**

- An amendment to this constitution may be brought before the members
- An amendment brought before the members must be seconded in order to be considered

- Any amendment shall require three-fourths (3/4) vote by the members present to become part of this constitution